

**MINUTES**

**INDIANA DEPARTMENT OF WORKFORCE DEVELOPMENT**

**WORKFORCE PROFICIENCY PANEL**

**October 21, 2002**

Minute No. 1

Call to Order

Jim Edwards, Chair, called the meeting of the Workforce Proficiency Panel to order.

Minute No. 2

Roll Call and Determination of a Quorum

It was established a quorum was present. Panel members present were Jim Edwards, Jerry Seager, Mike Hayes, B. J. Bischoff, and Marianetta Blackwell. Members absent were Ron Christ, James Pittman, Johnny Alderman, and Kathy Sutton.

Minute No. 3

Consideration of the August 19, 2002 Minutes, Document 02-4 Workforce Proficiency Panel

Panel member Hayes moved the Minutes of the August 19, 2002 Meeting, Document 02-4 be approved. Seconded by Panel member Seager; unanimously carried. (Copy filed with official Minutes.)

Minute No. 4

Discussion Item: Career Clusters

Terry Fields, State Director, Vocational and Technical Education shared information with the Panel on the Career Cluster meeting in Charleston, South Carolina. Pamphlets on 13 of the 16 Career Clusters were distributed to Panel members and attendees. (Copy filed with official Minutes.) Mr. Fields stated that DWD staff would send remainder of Cluster pamphlets to Panel when received. The pamphlets explain in detail the pathways, knowledge, and skills for each cluster. Through the National Project, the National Skill Standards Board approved additional skill standards for manufacturing after DWD completed skill standards for manufacturing. Mr. Fields will update the Panel on revalidating the skill standards for manufacturing at a future meeting. DWD staff will create a plan for revalidation of all clusters to present to the Panel at a future meeting. Mr. Fred Queisser, Technical Education Specialist will be setting up the logistics for this revalidation. Business, Management, and Finance will be revalidated once manufacturing is completed. Staff will print copies of the Manufacturing and Business Career Clusters and send them to Panel members. Discussion on Career Clusters followed.

Minute No. 5

Discussion Item: Certificates of Technical Achievement

Mr. Fields updated the Panel on the Certificate of Technical Achievement (CTA) Report. (Copy filed with official Minutes.) Mr. Fields provided an overview of the CTA Report for the Panel. The number of CTA's should be increasing due to the interest shown in the childcare CTAs. The CTA Report is updated on the internet at the beginning of every month. This report shows the increase in CTA's from the June Panel meeting. Discussion on the CTA Report followed.

Minute No. 6

Discussion Item: Information Items

Mr. Fields stated presentations providing accomplishments over the last two years will be held at the December 16 meeting for the Panel and other interested parties. Chair Edwards stated presentations will include the Vincennes Pilot project with Suzanne Wheeler and John Ludlow; Regional Skill Alliances; Child Care proficiencies, English as a Second Language, and Child Care Proficiencies. Letters will be sent to Panel members prior to this meeting. Panel members are encouraged to attend.

Minute No. 7

Decision Item: American Welding Society (AWS) Certification

Mr. Fields stated Panel members were presented information on the American Welding Society (AWS) Certification at the August 19, 2002 meeting. The AWS Certification met the high skill, high wage, and high demand criteria set by the Panel. DWD staff recommends the Panel endorse the AWS Certification for Certificates of Technical Achievement (CTAs). Panel member Hayes moved the AWS Certification be endorsed for Certificates of Technical Achievement. Seconded by Panel member Blackwell; unanimously carried.

**Action: Approve AWS Certification for Certificates of Technical Achievement**

Minute No. 8

Discussion Item: Other

Chair Edwards requested Panel members check their schedules for alternative dates for the 2003 Workforce Proficiency Panel meetings and be prepared to discuss at the December 16 meeting. Chair Edwards stated he has been elected to be placed on a Board that meets the third Monday of every month; however, he would still like to continue with the Workforce Proficiency Panel.

Minute No. 9

Adjournment

Chair Edwards declared the meeting adjourned.

Date \_\_\_\_\_ Chair \_\_\_\_\_ Secretary \_\_\_\_\_  
James D. Edwards Jerry Seager